

COURSES IN PERSONNEL ADMINISTRATION

The growth in industry in Canada has led to the establishment and expansion in many organizations of a new function—Personnel Administration.

The Introductory Course is designed to provide an introduction to the basic concepts of this new field, primarily for people with a special interest, but little formal training in Personnel work. As such, it is particularly useful for those desiring to enter the field, or for those whose work in small organizations includes personnel functions, and who desire to increase their knowledge in this area. Enrolment is limited to 50. Applications will be considered on the basis of the date of application.

The other Personnel Courses are designed for individuals who are actually engaged in personnel administration either in formal personnel departments or as part of their supervisory duties. Graduates of the Introductory Course or its equivalent are also eligible for enrolment. It will be focussed on developing an understanding of the various skills and techniques which are pertinent to sound personnel administration and discussion of the philosophy which must underlie these techniques. Enrolment is limited to 50. Applications will be considered on the basis of the date of application and present business position. Applications for enrolment **MUST** be accompanied by a very brief outline of educational background and business experience.

Students are reminded that the B Part of the Course on Training Principles and Techniques will be offered during the 1958–59 session. Specialized training programmes for supervision, office, production, management development, etc. will comprise the 16 sessions.

Registration:

By mail or in person at Room 108, 65 St. George St.

In order to accommodate students and enable them to enrol during the evening, registrations will be taken—

Thursday, September 12th
Tuesday, September 17th
Thursday, September 19th
Tuesday, September 24th
Thursday, September 26th
Tuesday, October 1st

evenings, from 7.30 to 9 p.m., in the Wallberg Building, corner St. George and College Streets.



UNIVERSITY OF TORONTO
UNIVERSITY EXTENSION

Session 1957-58

Courses in

PERSONNEL ADMINISTRATION

- INTRODUCTORY
- THE BUSINESS
COMMUNITY
- LABOUR RELATIONS
- TRAINING PRINCIPLES
AND TECHNIQUES

Application forms and course literature
may be obtained by writing

THE DIRECTOR,
University Extension,
65 St. George St.

UNIVERSITY OF TORONTO

or telephoning
WAlnut 3-6611
Locals 304, 308, 526, 527

COURSES IN PERSONNEL ADMINISTRATION

INTRODUCTORY

WEDNESDAYS

16 SESSIONS

COURSE TOPICS ...

INDUSTRIAL HISTORY AND PERSONNEL
ADMINISTRATION

TECHNIQUES OF PERSONNEL
ADMINISTRATION

Selection, placement, job evaluation, wage and
salary administration, etc.

HEALTH, SAFETY, AND WELFARE

TRANSFER, PROMOTION, DEMOTION,
DISCIPLINE AND DISCHARGE

COMPANY ORGANIZATION AND THE
INDIVIDUAL

HUMAN RELATIONS, COUNSELLING,
AND MORALE

COMMUNICATIONS

UNION-MANAGEMENT RELATIONS

SPECIAL PROBLEMS

Handicapped workers, older employees, etc.

COURSE DIRECTOR: P. Y. Walmsley, M.A.
Staff Assistant to Personnel Manager,
Orenda Engines Ltd.

TIME: Wednesday, 7.30 p.m.
October 23rd–December 11th.
January 8th–February 26th.

PLACE: Room 252, Mechanical Building.

FEE: \$25.00

THE BUSINESS COMMUNITY

THURSDAYS

16 SESSIONS

One way of looking at business and industry is as groups of people working together for economic purposes. In a sense, each work group is a separate community with its own way of life. What is acceptable behaviour in one group may not be acceptable in another; what works in one group may not work in another. The present course is an attempt to investigate these industrial communities with a view to exploring the conditions under which people work best together; to high-light methods for using staff constructively and to gain some knowledge of how to cope with the human problems which commonly arise. The approach taken will combine principles and practice and will provide as much opportunity for discussion and creative thinking as circumstances allow. Since each member of the class will be expected to contribute from his own experience, a willingness to participate actively is a basic qualification for enrolment in the course.

COURSE DIRECTOR: D. M. MacLeod, M.A.
Personnel Officer,
Comptroller's Branch,
Ontario Hydro.

TIME: Wednesday, 7.30 p.m.
October 23rd–December 11th.
January 8th–February 26th.

PLACE: Room 2035, Wallberg Building.

FEE: \$25.00

LABOUR RELATIONS

THURSDAYS

16 SESSIONS

COURSE TOPICS ...

LABOUR UNIONS—WHY WE HAVE THEM
AND WHAT THEY DO

THE LABOUR MOVEMENT AND THE LAW

BARGAINING ATTITUDES AND
PHILOSOPHIES

THE ONTARIO LABOUR RELATIONS ACT

NEGOTIATION AND CONCILIATION

CONTRACT ADMINISTRATION

GRIEVANCES AND ARBITRATION

COURSE DIRECTOR: H. A. D. Scott, B.A.
Supervisor of Collective Agreements,
Allied Construction Council.
Member,
Collective Relations Division,
Ontario Hydro.

TIME: Thursdays, 7.30 p.m.
October 24th–December 12th.
January 9th–February 27th.

PLACE: Room 414, Mechanical Building.

FEE: \$25.00

TRAINING PRINCIPLES & TECHNIQUES

WEDNESDAYS

16 SESSIONS

The Course topics listed below concern the latest training principles and techniques. The Course should prove of equal value to both the smaller industrial organization with no specialized training department and the staff members of such departments in larger organizations.

The topics will include . . .

Consideration of what training can be expected to be accomplished.

Methods of analysing training needs.

Determination of training resources.

Organization required to fit resources to the needs.

Among the lecturers will be:

P. Y. Walmsley, M.A.,
Staff Assistant to Personnel Manager,
Orenda Engines Ltd.

J. W. MacMillan, Ph.D.,
Director, Personnel Development,
Canada Packers Ltd.

Keith McShane, B.A.,
Director, Personnel Development,
Ford Motor Co. of Canada Ltd.

Alex King, B.A.Sc.,
Director of Training,
Simpsons Sears Ltd.

John Lenglet, B.A.,
Research Director,
United Packing House Workers.

Harold Seckington, B.A.,
Safety Director,
Canada Packers Ltd.

Henry Malmquist,
Training Officer,
The Canadian Bank of Commerce.

COURSE DIRECTOR: Philip Moate, M.B.A.,
Assistant to Director, Personnel
Development,
Canada Packers Ltd.

TIME: Thursdays, 7.30 p.m.
October 24th–December 12th.
January 9th–February 27th.

PLACE: Room 101, School of Nursing Building.

FEE: \$25.00

Please see reverse side for enrolment information